



DATE: June 30, 2004

TO: The Heads of all State Agencies, Boards and Commissions

FROM: Gene Hand, President
Nebraska State Government Chapter
National Management Association

RE: **2004 EXPO Team and Manager of the Year Awards**

Since 1985, the Nebraska State Government Chapter (NSGC) of the National Management Association (NMA) has been recognizing outstanding employees and work teams for their superior work performance and their impact on other employees as role models. Such recognition is achieved through your nominations for **EXPO Team Award** and **Manager of the Year**, which are presented each October at the Management Exposition (EXPO) sponsored by NSGC/NMA. This year's EXPO, "**Leadership: No Easy Answers**" will be held on Thursday, October 7, 2004.

The NSGC/NMA recognition program is separate from State Personnel's Employee and Supervisor/Manager of the Year programs. However, your agency's nominee(s) for **EXPO Manager of the Year** may be the same as your nominee(s) for Supervisor/Manager of the Year within Personnel's program. Or, you may wish to honor separate individuals for each award. Specific instructions and nomination forms for the **EXPO Team Award** and **Manager of the Year** are enclosed.

We encourage you and your agency to take advantage of this opportunity to recognize excellence in the workplace by submitting names of qualified nominees for these awards. Nominees are not required to be members of NSGC/NMA. Each agency may submit nominations based on the following criteria:

Manager of the Year

1 - 500 employees – 1 Nominee	3,001 – 3,500 up to 7 Nominees
501 – 1,000 up to 2 Nominees	3,501 – 4,000 up to 8 Nominees
1,001 – 1,500 up to 3 Nominees	4,001 – 4,500 up to 9 Nominees
1,501 – 2,000 up to 4 Nominees	4,501 – 5,000 up to 10 Nominees
2,001 – 2,500 up to 5 Nominees	above 5,000 up to 11 Nominees
2,501 – 3,000 up to 6 Nominees	

Team of the Year

All agencies – up to 3 Teams

The enclosed nomination forms must be completed and received no later than **5:00 p.m. on Friday, August 27, 2004** (Note: If mailing via U.S Postal Service, the envelope **must** be postmarked no later than August, 27 2004.)

Certificates of nomination will be presented to each nominee (manager and team) at EXPO 2004, on Thursday, October 7, 2004, in the Warner Memorial Chamber off the 2nd floor rotunda in the State Capitol Building. The individual selected as **Manager of the Year** and the team selected for the **EXPO Team Award** will receive engraved plaques. I encourage you to attend this award ceremony to congratulate all the employees being recognized.

Thank you for your assistance and cooperation in recognizing outstanding employees. Should you have any questions, please contact Mary Carmichael, Chair of the Awards Subcommittee, at 402-335-5142, or e-mail mcarmichael@dcs.state.ne.us.

Enclosure